

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, MAY 9TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President (left at 7:46pm)
Christine Hall - Treasurer
Tamara Simmons - Secretary (arrived at 8:04pm)
Colin Smith - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Bob Bartlein of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Teresa Stiff #349
Bruce Trowbridge #364
Annette Winter #260
Bill Rauch #351
Nitin Kataria #261
Alysia Hendricks #315

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Levya #369: Cathy questioned the continued use of Zoom meetings by the board and advocated for in-person meetings, citing their advantages. She also raised concerns about the necessity and practicality of walkie-talkies, as well as inquired about the number of owners with electric vehicles, given the board's consideration of installing EV chargers.

Bruce Trowbridge #364: Bruce indicated that actions are being taken to meet the board's requirements and was present for discussion in executive session.

Annette Winter #260: Annette requested permission from the Board to install a screen door, having already scheduled an appointment for installing on Monday, May 13th. Joe motioned to approve the screen door, which was seconded by Chris. The motion passed unanimously (Tamara absent for this vote).

Bill Rauch #351: Bill was present on standby to discuss the sewers mentioned in agenda item 6e.

Nitin Kataria #261: Nitin informed the Board of a leak from Unit #361's front landing into his Unit #261's front porch, posing an electrical hazard due to water reaching a lamp. He inquired about the actions being taken to address this issue. James assured him that the Board is aware and will address the balcony once issues with the rebuilding of 7626 are resolved.

3. APPROVAL OF PRIOR MEETING MINUTES (4/18/24)

a. Regular Session.

Joe motioned to approve the regular session meeting minutes from 4/18/2024. Chris seconded. Colin noted that the tree logo was missing. Scribe said she will fix it. This was unanimously approved.

b. Executive Session Summary (fine; payment plan)

Joe motioned to approve the executive session meeting minutes from 4/18/2024. Chris seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.



Reserve expenditures last month: Tree work & gas line repairs at 7610

Operating Expenses are about 12+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Bob presented the treasurer's report. Chris identified several discrepancies in reviewing invoices that have previously been missed. One notable example was a pest control invoice indicating the need for a repair to a building access door, which had been overlooked for some time. Additionally, Chris noted that the exercise bike was missing components and required repair, prompting discussion about the responsibility of the company that identified the issues. Chris reported that Jim Dewey bought 23 pagoda lights to have on hand in case of limited availability. Furthermore, Chris highlighted two owners who were \$1,000 behind on payments, suggesting an executive session agenda item to deliberate on potential actions.

Craig inquired about the significant increase in income tax to \$40,000 compared to the usual \$5,000-\$6,000. Craig questioned the basis of the 2024 estimated tax. Bob and Craig will discuss offline. Bob explained that this was due to higher interest earnings in 2023. Craig suggested that the Board should have made quarterly estimates, but Bob deemed it unnecessary.

Chris motioned to approve the treasurer's report as presented, which was seconded by Joe. All members voted in favor, with Craig abstaining and Tamara absent for this vote. Craig commented that the Board might want to review the text of the Civil Code Section 5380 before voting to approve it as part of the Treasurer's report as read, because he believes not all the board's budget/reserve practices may be currently in compliance, given the Resolution that was recently passed.

- b. Landscape recommendations & proposals – bids for tree work
The first tree behind 7610 has been removed, with the remainder scheduled for removal on June 3rd. Notices will be distributed accordingly. Chris suggested exploring connections with organizations experienced in comprehensive tree surveys.

To address the widespread weed issue, Joe has arranged for additional crews to assist in catching up.

There was an incident with the front gate, potentially due to someone hitting it. Fortunately, the repair was conducted promptly, and the gate appears to work now. Consolidated Overhead, the company responsible for the repair, received positive feedback from Joe.

- c. Committees (EV, Architectural, Website, Solar, Events, etc.)
Chris noted the grounds committee is currently on hold.
- d. Caretaker or pool report
Nothing to report
- e. Vendor evaluations
Joe noted Big Green's service has improved since last month. Craig emphasized that it took them six months to achieve satisfactory quality.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. 7626 rebuild from fallen tree & insurance claim: status of rebuild
The Association received a proof of loss, which has been notarized. It is anticipated that by the end of the month, the Association will receive a check for \$457,000 from the insurance company. An invoice totalling \$55,968.40 to Service Master is being held until the check arrives. James suggested borrowing from reserves to cover this amount in the interim, with reimbursement planned upon receipt of the insurance



payment. Thus far, approximately \$5,000 has been spent on architectural and engineering services. The insurance will cover three-quarters of the roof replacement costs, with the association responsible for the remainder.

A meeting with the seven affected units is scheduled for Tuesday, May 14th at 12pm to address any questions they may have. Unit 330's owner requested information on when they can move back in, as one of their common walls is currently exposed. Per James, it is hoped that insulation and drywall will be installed for that owner by June 3rd. Joe motioned to approve the payment of \$55,968.40 to Service Master, as discussed earlier. Colin seconded the motion, which was unanimously approved (Tamara was absent for this vote).

- b. Leak from #364 into #264 & #131 - ins funds disbursed to #264 & #131; w/hold #364; Deductible Release Discussed in executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Between meetings, payments were made to the architect (\$3,677.50) and the structural engineer (\$1,677.17). Craig motioned to ratify the proposals as presented, which was seconded by Colin.

Chris raised concerns about dry rot discovered during window repairs, highlighting the HOA's responsibility in addressing such issues before window replacements are done by the owners. Craig emphasized the importance of educating owners about dry rot prevention during repair requests, suggesting James include specific requirements in repair agreements. Chris requested that a requirement for dry rot inspection be added to the stipulations (such as window specifications) which Owners must agree to when installing windows.

- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; draft of information packet
Joe moved a motion to send the draft of the information packet with a clerical edit, incorporating Colin's arguments. Chris seconded the motion. Craig abstained, expressing dissatisfaction with the current status but acknowledging the majority decision to proceed. It was agreed to distribute the packet via email and provide hard copies to non-email users. Discussion involved several options - mailing costs versus a consideration for Owners who don't use email. The Board requested the scribe to create a Google form for voting. Joe moved to send a hard copy to non-email users and a Google version to the rest. Chris seconded. This was unanimously approved.
- e. Gas lines projects – installing plastic tags on each line (Jim Dewey);
Discussion tabled.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- g. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.
- h. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.
- i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.
- j. EV charging stations
Discussion tabled.
- k. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.
- l. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.



- m. Utility closets at 7628 #117
Discussion tabled.
- n. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.
- o. Air table
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Review of budget
Craig expressed concerns about the budget development for 2024, citing significant discrepancies that impact the budget's integrity. Bob stated his belief that Craig may have misunderstood the budget and proposed discuss it one-on-one to address any misunderstandings.
- b. Allocation of reserve interest and taxes ([Civil Code 5510](#), Adams-Stirling opinion on [reserve interest & taxes](#)).
Bob reminded the Board of the option to amend the budget for July 1st, considering the upcoming special assessment due on June 1st. He noted that if the special assessment was incorrectly implemented, dues for the remainder of the year could be adjusted accordingly.
- c. Equal Access allowed and required by law ([Civil Code 5105](#)).
Discussion tabled.
- d. Front common landing by #361 front door leaking down to #261
Discussion tabled.
- e. Sewer laterals (Bill Rauch)
Discussion tabled.
- f. Gate code change?
Chris moved a motion to changing the gate code, with Colin suggesting individual gate codes for each owner. Craig modified the motion to simply change the code, which was amended to 1225. This was seconded by Colin. This was unanimously approved, effective July 1st.
- g. Replacement of stair treads & brackets
Discussion tabled.
- h. Parking policy – overnight in vehicle
Discussion tabled.
- i. Meeting in person / zoom
Joe motioned to resume in-person meetings, which was seconded by Chris. Craig suggested an initially hybrid format with primarily in-person meetings while providing a Zoom option, if possible. Colin noted that the meeting room lacks the necessary equipment for optimal hybrid meetings, and recommended the need to purchase additional hardware. The motion to move towards a hybrid meeting format was unanimously approved, with Tamara absent for this vote. The board will look into the options for acquiring what additional equipment may be needed.
- j. Gutter & roof cleaning
A proposal of \$4,695 from Clear View Landscaping was presented for gutter cleaning. Chris motioned to approve this proposal, which was seconded by Colin. The motion passed unanimously.



Chris motioned to approve the proposal for repairing the soft spot by Unit 361's front door, amounting to an approximate \$10,000. Colin seconded. The motion passed unanimously.

k. Rekeying common doors
Discussion tabled.

l. Vehicle towing procedures
Discussion tabled.

m. Other items to be put on next month's agenda
Discussion tabled.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 8:48pm (Scheduled meeting 6/6/24 @ 6PM via Zoom)**

Prepared By: Julia Ambat (Scribe) 5/10/24

